

Administrative Memo

Date: April 11, 2016
To: Career and Technical Education Administrators
From: Janice Rehak, Coordinator
Subject: CCR-16-006 – Industry Recognized Credential Application

The Request for Industry Recognized Credential (IRC) Status application process is now open and can be accessed at this [link](#). This application must be submitted by a Missouri public school district or charter school administrator. It is permissible for school staff to consult with vendors or business and industry partners to ensure accuracy of information.

The window for submitting a Request for IRC Status application is April 11 through June 30, 2016. An IRC Committee consisting of career center and comprehensive high school leaders will review applications in early fall. An updated IRC list will be posted on the Department of Elementary and Secondary Education's website on or before Oct. 15, 2016. New IRCs will be added to the Core Data code set to be used beginning with the 2017-18 reporting year.

IRCs are intended to be connected to an approved Career and Technical Education program. Only applications that are complete and responsive to each question will be considered. Incomplete or non-responsive applications will not be reviewed or approved. All decisions by the Office of College and Career Readiness, based on input from the IRC review committee, are final.

Please contact Janice Rehak, Office of College and Career Readiness at (573) 526-4900 or janice.rehak@dese.mo.gov with any questions you may have about this process.